

Email to: Gladean Butler, DFW FEB

From: rebecca.koses@gsa.gov [mailto:rebecca.koses@gsa.gov]

Sent: Wednesday, September 14, 2005 12:41 PM

Subject: Re: Temporary housing

A Blanket Purchase Agreement (BPA) was put in place with the Corporate Lodging Consultants for the following agencies that have expressed a need for emergency lodging services: OPM, GSA, Department of Homeland Security, and the Federal Executive Board. Corporate Lodging Consultants has 28 years of lodging management experience and has directly supported over 440 emergency response efforts for the American Red Cross, FEMA and others. They locate and source lodging properties (hotels, extended stay properties, corporate housing, apartments, etc.), negotiate discounted rates, and can provide an audit and reporting trail.

Agencies may place orders for emergency lodging needs with a single phone call to the firm - they have the capability to secure temporary housing nationwide, and in particular, the surrounding Gulf Coast states where available. For immediate emergency lodging needs, Corporate Lodging Consultants can be reached at 1-800-321-0455. This is a phone line that is dedicated to the GSA BPA.

The BPA contains a unilateral right to add additional users to the BPA at no additional cost. For more information on the BPA or to add other agencies to the list of authorized users, contact Rebecca Koses at 703.605.5606 or via email at rebecca.koses@gsa.gov.

(See attached file: Emergency Lodging BPA.doc)

OFFICE OF TRANSPORTATION AND PROPERTY MANAGEMENT
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-33F-0009P and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH the General Services Administration, Office of Transportation and Property Management, Contracting Division:

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

ITEM (Model/Part Number or Type of Service)SPECIAL BPA DISCOUNT/PRICE

Emergency Lodging Services

First 125,000 room nights - \$2.95 per room night
Next 175,000 room nights - \$2.73 per room night
Over 300,000 room nights - \$2.48 per room night

Lodging charges are priced separately at cost

There will be an estimated 3% GSA SmartPay Card processing fee added on the total room costs to the extent CLC is paid with a GSA SmartPay Card

- (2) Delivery:

DESTINATIONDELIVERY SCHEDULE/DATES

As specified by ordering activities

As specified by ordering activities

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be 25,000 room nights for the first year of the BPA, and 5,000 room nights for each option period thereafter.
- (4) This BPA does not obligate any funds.
- (5) This BPA has a period of performance through September 6, 2006, with four 1-year options to renew.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICEPOINT OF CONTACT

GSA

To be determined

OPM

To be determined

Department of Homeland Security

To be determined

Federal Executive Board

To be determined

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Service Rendered and Special Item Number;
 - (e) Task/Delivery Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

1. AWARDED SPECIAL ITEM NUMBERS: 599-99, Introduction of New Products and Services. Corporate Lodging Consultants, Inc. (CLC) is offering an outsourced lodging program.

Corporate Lodging Consultants
8110 East 32nd Street North, Suite 200
Wichita, KS 67226-2614
DUNS: 087424511
TIN: 480866331
1-800-321-0455
Large Business
TSS Contract No. GS-33F-0009P
BPA No. QPN-BQR-0016

2. AWARDED PRICES/DISCOUNTS: For all options proposed, CLC is awarded the following prices for outsourced lodging services, per their underlying GSA Schedule contract.

Room Nights	Per Room Night, Domestic
First 125,000	\$2.95
Next 175,000	\$2.73
Over 300,000	\$2.48

3. PROMPT PAYMENT DISCOUNT: None

4. FOB: Destination

5. The following documents are hereby incorporated into this BPA:

- a. GSA's request for quote, dated September 6, 2005, inclusive of amendments 1 and 2 (attached)
- b. CLC's proposal dated September 7, 2005 is incorporated by reference, and all clarifications/modifications thereto.

6. All other terms and conditions remain unchanged.

Statement of Work
for
Emergency Lodging Needs

1. Purpose

The purpose of this blanket purchase agreement (BPA) is to secure accommodations for disaster/emergency victims and relief/emergency support personnel. This BPA will be placed under the GSA Travel Services Solutions (TSS) schedule.

2. Scope of Support

GSA requires a hospitality management firm to quickly secure accommodations for people displaced by disasters or emergencies. Accommodations will encompass the full range of safe, secure housing for individuals, families, pets, in a wide variety of locations. The outcome of this support will provide safe, affordable housing in a cost-effective manner. This will be a government-wide BPA – authorized ordering activities will be as specified below.

3. Requirements

The contractor shall provide support for any disaster and/or emergency need. The immediate need results from Hurricane Katrina and lodging is needed in the following areas in particular, although nationwide coverage is desired as well for future disaster and/or emergency needs:

Louisiana	Arkansas
Mississippi	Tennessee
Texas	Florida
Georgia	Oklahoma
Alabama	Arizona
Colorado	Washington, DC
Illinois	Otis AFB, MA
Michigan	North Carolina
Utah	West Virginia
Massachusetts	

The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be 45,000 room nights over the course of the BPA. This BPA does not obligate any funds. The terms and conditions included in this BPA apply to all purchases made pursuant to it.

The contractor will perform the following tasks:

- Identify and quantify, by size (e.g., hotel room, one-bedroom, two bedroom, three bedroom, etc.) available inventory and their locations for both victims and support personnel. Segregate and identify locations suitable for relief and emergency support workers as a result of the immediate need from Hurricane Katrina. Keep inventory updated at intervals sufficient to keep up with demand. Inventory is not limited to traditional hotel/motel/corporate housing/apartments. Alternatives that are safe and comfortable will be acceptable.

- Contract for lodging and manage lodging contracts. Ensure families remain together to the extent practicable. For stays that last longer than 120 days, secure additional discounts. Contracts must be designed to provide maximum flexibility to accommodate victim and support personnel needs and minimize Government liability – this includes flexible lengths of stay with no-penalty early exit provisions to the extent practicable, and provisions that guard against price gouging. Contracts may require different payment and liability terms and conditions depending on the ordering agency's need—for example, housing for relief workers may specify that the Government will centrally pay for housing needs while housing for displaced Federal employees may require payment from the employee or a different responsible source; or perhaps contract terms and conditions will need to include provisions for pets. The Contractor shall work with the ordering agency to define appropriate contract terms and conditions for temporary/emergency housing.
- Government personnel should always stay in a "fire safe" facility. This is a facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a).
- Because of the sheer volume of need, it is necessary to provide a toll-free centralized call reservation/booking service and any follow-up needs as a result. By centralizing government needs, this will enable better inventory control by property owners as well. The Contractor shall develop and communicate a streamlined ordering process and provide that to GSA to distribute to agencies.
- Ensure properties honor the contracted rate, terms and conditions. The Contractor shall endeavor to ensure contract rates are within allowable reimbursement limits.
- Provide a smooth payment process. Each government agency using this BPA will be responsible for payment of fees associated with victim and support personnel lodging along with payment of the Contractor's services. At a minimum, the Contractor must accept (or ensure properties accept) Government forms of payment, including charge cards, cash, purchase orders and other purchase instruments. The Contractor shall provide reconciliation support of charges as requested by the ordering agency.
- Track and report out on lodging usage, both to GSA, and the ordering agency. For reports to GSA, aggregate the data, by agency. The report format will be mutually agreeable to both parties. Report intervals will be more frequent in the early stages of the disaster/emergency event, tapering off as demand decreases and will be negotiated at award.

4. Period of Performance

The term of the BPA is from date of award through September 6, 2006, with four 1-year options to renew.

5. Payment

Payment of all services under this task order is the sole responsibility of the specified ordering activity. GSA will not be liable for any fee that may be due to the Contractor, its subcontractors, or any other entity providing services under this effort for services that may be ordered by authorized users. The Contractor is required to acknowledge this in its proposal to GSA. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

6. Points of Contact

Point of Contact information is provided in the orders placed against the BPA.

7. Activities Authorized to Issue Orders under the BPA

Ordering procedures: Authorized users will follow the ordering procedures developed by the Contractor in securing specific requirements, subject to the terms and conditions of this blanket purchase agreement and the underlying GSA Schedule.

Authorized users are as follows:

- General Services Administration
- Office of Personnel Management
- Federal Executive Board
- Department of Homeland Security
- Contractors performing cost-reimbursement type contracts or other types of negotiated contracts, when the ordering agency determines that a substantial dollar portion is of a cost-reimbursement nature, may be authorized to use GSA sources of supply. This authorization is reflected in Part 51 of the Federal Acquisition Regulation (FAR), which provides that agencies may authorize certain contractors (generally cost-reimbursement contractors) to use GSA sources of supply. In each case, the written authorization must conform to the requirements of FAR Part 51, Use of Government Sources by Contractors.

Additional users will be added by unilateral modification to the BPA at no additional cost to any ordering activity or GSA. Only the GSA Contracting Officer can add additional users to this BPA. Contact the GSA Contracting Officer at 703.605.5606 or email onthego@gsa.gov, subject: Emergency Lodging.

CLC's proposal is provided as an attachment and incorporated into this BPA. It is **PROCUREMENT SENSITIVE INFORMATION AND MUST NOT BE DISCLOSED OUTSIDE OF GOVERNMENT**.